

**REQUEST FOR PROPOSAL
TRUCK DRIVER TRAINING TRACTOR AND TRAILER LEASING
FOR
ILLINOIS VALLEY COMMUNITY COLLEGE
PROPOSAL # RFP2016-P02**

The Board of Trustees of Illinois Valley Community College (IVCC) District No. 513 is seeking proposals for Truck Driver Training Tractor and Trailer Leasing. **All proposals are due by 10:00 a.m. December 8, 2015.**

INSTRUCTION TO VENDORS

A copy of the signed proposal must be submitted to:

**Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348**

ALL PROPOSALS MUST BE IN A SEALED ENVELOPE AND MARKED “RFP FOR TRUCK DRIVER TRAINING TRACTOR AND TRAILER LEASING” AND DELIVERED NO LATER THAN 10:00 A.M., DECEMBER 8, 2015. Late proposals will not be considered. Electronic proposal submissions will be accepted and can be sent to purchasing@ivcc.edu; vendors, however, assume the risk of premature disclosure due to submission in an unsealed form. It is strongly suggested that vendors choosing to submit electronically also submit copies of the proposal in written form as specified above. Proposals will be publicly read aloud in Room C-325, Illinois Valley Community College, Oglesby, Illinois, at 10:00 a.m. on December 8, 2015.

Please submit all questions to Michelle Carboni, Director of Purchasing, via e-mail.

Name	Phone	E-Mail address
Michelle Carboni	815-224-0417	michelle_carboni@ivcc.edu

The College reserves the right to accept or reject any or all proposals received or any parts thereof, or to negotiate separately with any vendor whatsoever if no acceptable proposals are submitted in order to best serve the interest of the College. The submission of a proposal indicates acceptance by the vendor of the conditions contained in the request for proposal (RFP), unless clearly and specifically otherwise noted in the submitted proposal and confirmed in the contract between the College and the vendor selected. The RFP is made for information and planning purposes only and does not obligate or bind the College contractually to accept any proposals submitted.

SCHEDULE OF EVENTS

Event	Date and Time
Request for Proposal Re-Issued	November 24, 2015
Proposals Due and Bid Opening	December 8, 2015
Installation Date	February 1, 2016

ACKNOWLEDGEMENT OF ADDENDA

Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. **FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

PROPOSAL PROCEDURES

No proposal shall be modified, withdrawn, or canceled for sixty days after the proposal opening date without the consent of the College's Board of Trustees.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such cases, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least five (5) days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should there be doubt as to their meaning, they shall, at once, and in any event not later than ten (10) days prior to proposal due date, notify the Director of Purchasing who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing. After proposals are received, no allowance will be made for an oversight by the bidder.

SIGNATURE ON PROPOSALS

The College requires the signature on proposal documents to be that of an authorized representative of said company. Each Bidder, by making her/his proposal, represents that she/he has read and understands the proposal documents and that these instructions to vendors are a part of the specifications.

TERM OF CONTRACTS

The initial term of the lease agreement shall commence on February 1, 2016 and end on January 31, 2019 for a three year lease agreement which thereafter may be renewed in one-year term increments with the same specifications. If the College signs a five year lease agreement, it will commence on February 1, 2016 and end on January 31, 2021.

AWARD CRITERIA

As provided by statute, award will be based on the lowest and best (most advantageous to the College) as determined by consideration of:

1. Price offered
2. Quality of item offered
3. General reputation and performance capabilities of the bidder
4. Conformity with specifications herein
5. Delivery schedule
6. Location and availability of service and repair facilities and personnel
7. Suitability for intended use.

As deemed in the best interest of the College, the College reserves the right to reject any and all proposals or waive any minor irregularity or technicality in proposals received.

TAX EXEMPTION

The College is tax exempt and therefore all proposal submissions should not include tax.

INVESTIGATION OF BIDDERS

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

PROPOSAL AWARD

The successful contractor, and/or any contractor, shall not proceed on this proposal until it receives a purchase order from the College. Failure to comply is the risk of the contractor.

PROPOSED AGREEMENT

Submit a sample of your company's agreement with your proposal.

CERTIFICATION FORM

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

EQUAL OPPORTUNITY EMPLOYMENT

Illinois Valley Community College District No. 513 is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission.

Illinois Valley Community College District No. 513 is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, education programs, and activities it operates.

W-9 FORM

Please complete the enclosed W-9 form and return it with your proposal.

GENERAL INFORMATION

The successful bidder will be responsible for the following:

1. The trucking company will provide two (2) tractors and/or two (2) smooth side trailers to Illinois Valley Community College.
2. The trucking company will provide general maintenance to vehicles which includes, but is not limited to, oil changes, tire replacement and repairs, grease, and lubrication.
3. The trucking company will replace light bulbs when needed.
4. The trucking company will perform brake adjustments.
5. The trucking company will provide towing, roadside service, and jump-starting of vehicles.
6. The trucking company will provide a loaner vehicle if a tractor is out of service for more than a day.
7. The trucking company will pay all license and taxes for all vehicles (trucks & trailers), including, but not limited to, state licenses, sales tax, property tax, and federal use tax where applicable.

The College will be responsible for the following:

1. The College will furnish the necessary administration for the Truck Driver Training Program at the Truck Driver Training Center. Administrative tasks associated with the College will be coordinated by the Director of the Truck Driver Training Center.
2. The College will purchase liability insurance on each tractor and trailer to include a certificate of insurance naming the trucking company as an additional insured.
3. The College will pay a monthly rental fee for the tractors and the trailers.
4. The College will pay a per mile maintenance fee per tractor only. The maintenance fee will be paid monthly calculated on actual accrued miles.
5. The College will notify trucking company of any unsafe issues associated with vehicles.
6. The College will use the vehicles only for instructional and promotional purposes and will park the vehicles on the truck driver training skill course when not in use and off the skill course for promotional purposes.
7. The College will notify trucking company before leaving the State of Illinois.
8. The College will be responsible for all physical damage to vehicles and comprehensive insurance, including deductibles.

VEHICLE SPECIFICATIONS

1. The tractors must be 2016 or newer, equipped with a 10-speed transmission. The standard walk-in sleeper must be replaced with bench seats with seat belts. The driver and passenger seat must be equipped with an air-ride seat.
2. The two box van trailers must be a minimum length of 53 feet. One trailer must be loaded with at least 12,000 lbs. of secured dummy weight.
3. The lease must include a maintenance clause that covers routine maintenance and any equipment failure or breakdowns occurring on the College training skill course or on the road for 24 hours, 7 days a week for the tractors only. The College will be responsible for the maintenance on the trailers.
4. All equipment must meet DOT standards and will be subject to periodic DOT inspections.
5. Tractors must be equipped with standard operating equipment, air conditioning, cruise control, AM/FM radio, dual heated exterior mirrors, power steering, engine brake and Johnson bar for trailer brakes.
6. Tractors must also be equipped with locking fuel caps, block heaters, hood mirrors on both sides, Cat Walk – platform and steps, Glad Hands – hand extension handles, and air lines – rubber versus plastic. We do not want “wind reflector” plastic around the fuel tanks or down the side of the trucks.
7. Outside wheels must be all aluminum on both the trailers and the tractors.
8. Inflators should not be included.

Average Yearly Mileage:

IVCC has experienced an average yearly mileage of 30,000 per vehicle

BID FORM/SIGNATURE PAGE

Having read and understand the specifications and requirements of **Tractor/Trailer Lease - Proposal # RFP2016-P02**, I submit the following:

Base Proposal:	36 Months	60 Months
Monthly Rental Fee for Two (2) Tractors and Two (2) Trailers		
Maintenance Fee per Mile for Two (2) Tractors ONLY		
Tractors Proposed Year, Model, and Make:		
Trailers Proposed Year, Model, and Make:		

Alternate Proposal #1:	36 Months	60 Months
Monthly Rental Fee for Two (2) Tractors		
Maintenance Fee per Mile for Two (2) Tractors		
Tractors Proposed Year, Model, and Make:		

Alternate Proposal #2:	36 Months	60 Months
Monthly Rental Fee for Two (2) Trailers		
Trailers Proposed Year, Model, and Make:		

DELIVERY DATE: FEBRUARY 1, 2016

Submitted By:

Company

Authorized Signature

Address

Printed Name

City State Zip

Phone

Fax

E-Mail

Date

Attach additional vehicle information, if any, to this form.

*If submitting more than one offer, please make copies of this Bid Form.
Submit one (1) offer per Bid Form

**TRUCK DRIVER TRAINING TRACTOR AND TRAILER LEASING PROPOSAL
ILLINOIS VALLEY COMMUNITY COLLEGE**

CERTIFICATION OF CONTRACTOR/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks, and bribery.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL TO:

Illinois Valley Community College
Purchasing Department – Room C-343
815 North Orlando Smith Road
Oglesby, Illinois 61348

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requestor's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number										
			-				-			
Employer identification number										
			-							

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.